



**PURCHASING DEPARTMENT**  
**Memorandum**

To: Board of Public Works & Safety

From: Dave Payne, Purchasing Manager

Date: January 22, 2020

Subject: Declaration of Worthless Property

Worthless Property

The Lafayette City Clerk's Office has the items listed below that are outdated and have been replaced with newer technology. The items will be donated or recycled.

Description	Model Number	Serial Number
Panasonic Business Cassette Recorder	RR-830	WN6AA001848R
Onkyo Stereo Cassette Tape Deck	TA-RW411	4509024396
Tascam Cassette Recording Deck	202MKiii	0250288

A motion has been made and seconded to declare the aforementioned items as worthless property.

All of which is approved this 28<sup>th</sup> day of January, 2020 by the Board of Public Works & Safety.

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Gary Henriott, President

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Cindy Murray, Member

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Ron Shriner, Member

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Norm Childress, Member

ATTEST:

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Amy Moulton, Member

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Mindy Miller, 1<sup>st</sup> Deputy Clerk

Dated: \_\_\_\_\_, 2020